

# QUICK GUIDE TO EMERGENCY SITUATIONS

## BE PREPARED



- Read your Guide at: [www.getprepared.gc.ca](http://www.getprepared.gc.ca)
- Ensure your medical limitations requiring others to assist you during an emergency is known
- Complete the Assistance form (available on iService)

## QUICK CONTACTS

Designated Senior Manager/Site Lead: \_\_\_\_\_

Manager/Team Leader: \_\_\_\_\_

Building closure/Information number: \_\_\_\_\_

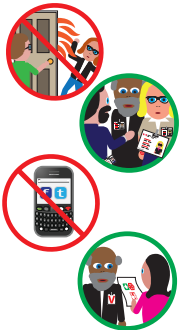
Other: \_\_\_\_\_

Contact your Regional Security Office: [http://iservice.prv/eng/is/security/contact\\_us/rso\\_contacts.shtml](http://iservice.prv/eng/is/security/contact_us/rso_contacts.shtml)

For detailed procedures, consult your Guide to Emergency Situations (available on iService)

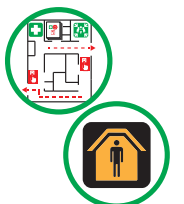
## KNOW WHAT TO DO

Remain calm, Think clearly, Act decisively



- Never put yourself or others in danger
- Give clear directions to individuals in emergency situations
- If safe, get individuals to contact next of kin confirming their safety
- Limit non-essential mobile device usage to lessen the demand on cellular networks
- Always display your government ID while at work

## KNOW YOUR BUILDING



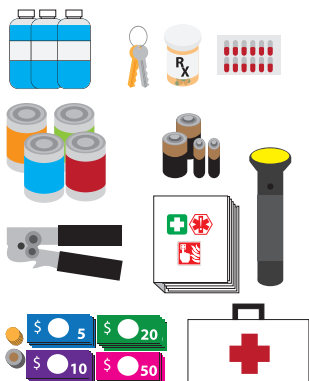
- Emergency evacuation procedures
- Fire alarm pull stations
- First aid kits
- Emergency meeting location
- Safest site for shelter-in-place, near your closest location

## KNOW YOUR CONTACTS



- Emergency contact list
- First aiders
- Emergency and evacuation team
- Emergency management and business continuity team
- Security practitioners

## BASIC EMERGENCY KIT ITEMS



- Water
- Food (non-perishable)
- Manual can opener
- Flashlight and batteries
- First aid kit
- Special items (medications, hygiene items, etc.)
- Extra keys (car, house, etc.)
- Cash (small bills and change)
- Your emergency plan (include your contact list)

## EMERGENCY SITUATIONS

### SEVERE STORMS



- Call your building closure/information number to check if your office is open
- Keep informed of weather conditions
- Have your 72 Hours Emergency Preparedness Kit available at work and at home
- Wait for instructions

### DEMONSTRATIONS



- Make reasonable effort to get to work
- If possible, avoid contact with demonstrators
- If demonstrators refuse to let you in, go to your emergency meeting place and report the situation to your manager/team leader
- Wait for instructions

### ARMED INTRUDER OR ACTIVE SHOOTER

#### RUN, HIDE, DEFEND

- Move away from danger
- If safe to do so, evacuate
- Take cover
- If necessary, defend yourself
- When safe, call 9-1-1
- Do not investigate gunshots

### SHELTER-IN-PLACE



- Secure your perimeter
- Stay within your place of work
- Wait for instructions and updates from emergency responders

### LOCKDOWN



- Move away from danger
- Take cover and/or hide
- If safe, turn off all electronics and lights
- Silence cell phones
- Wait for instructions from emergency responders

### HOSTAGE TAKING

If you are a **witness**:

- Move to a safe location, if possible
- Call 9-1-1 and warn others
- Evacuate the area
- Lock or barricade yourself if unable to leave
- Wait for instructions

If you are **taken hostage**:

- Speak only when spoken to
- Avoid creating any conflict with the hostage taker
- Stay as far away from the hostage taker as possible
- Know that help is on the way

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